

## Asylum Project Internship

**Location:** 3507 W Lawrence Ave; Chicago, IL 60625  
**Length of Opportunity:** 1 Semester, Summer, or Full Academic School Year  
**Hours per Week:** 15 - 40 hours, unpaid

**Name of Supervisor:** Angelica Ortiz, *Asylum Project Program Manager*

**General Function:** World Relief Chicago, along with local church partners, serves refugee and immigrant populations through case management services, English language training, mental health services, immigration legal services, and youth programs. Interns are a valued part of our team!

The internship will be held in the health and wellness department, specifically the Asylum Project. The Asylum Project (ASP) is an extended case management service aimed towards assisting especially vulnerable asylum seekers in becoming self-sufficient and integrated to their local community. The intern will acquire holistic knowledge of the needs of asylum seekers individuals by accomplishing health, immigration, and navigation related tasks with our most vulnerable clients.

- Duties:**
- Assist ASP staff to conduct a comprehensive intake and enrollment process
  - Work collaboratively with asylum seekers clients and the ASP case manager towards meeting individualized goals
  - Provide support to ASP case manager in file maintenance and general organization
  - Assist ASP manager in applying for IDHS benefits and social security benefits, medical and mental health referrals, and other necessary documents and services for asylum seekers
  - Provide advocacy services between clients and community members such as hospital, school officials, and other government and social service providers
  - Conduct home visits as part of intensive case management, parental

coaching, and outreach services

- Assist ASP clients in navigating public transportation to key appointments
- Assist the ASP Case Manager in responding to crises that may arise for asylum seeker clients

**Knowledge, Skills, & Abilities:**

- Background knowledge or interest in international and/or humanitarian affairs
- Ability to take direction and work on projects independently and to deal with problems promptly and efficiently
- Competent in the use of Microsoft Office
- Refined oral and written communication skills
- Flexible and motivated team player
- Experience working in a cross-cultural setting preferred
- Coursework or degree in International Studies, Social Work, Political Science, Psychology or other fields related to immigrants preferred
- Bilingual (Spanish, French or Portuguese) desired.

**Experience Required:**

We are seeking confident, humble candidates who are detail and goal-oriented, self-directed, empathetic, and cross-culturally competent. You should have a demonstrated ability to communicate professionally, to prioritize and manage responsibilities, and to learn new things. You should support the mission, vision, and values of World Relief Chicago. (Criminal background check clearance prior to start date of internship and valid driver's license with a clean driving record required)

**Work Environment:**

- Office located in Albany Park, a diverse neighborhood in Chicago, IL
- Easily accessible by public transportation
- In-office coffee, tea and occasionally baked goods
- Co-workers who are helpful and passionate about what they do

To apply for this position, please send a resume and cover letter to [chicagointernships@wr.org](mailto:chicagointernships@wr.org) with "Asylum Project Internship" in the subject line.